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5 July through 10 July 1957

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I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

A. Intelligence Faculty

DD/C Refresher #8 was completed by ☐ students on 3 July. A separate report on this course will be submitted to C/IS.

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B. OTR Orientation Officer

(1) On 2 and 3 July the Dependents' Briefing was conducted for ☐ people. ☐ C/NEA, delivered an excellent bon voyage statement to the dependents.

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(2) The CIA Introduction program was conducted for ☐ people on 8 July.

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(3) On 9 July the CIA Review was conducted for ☐ overseas returnees.

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(4) ☐ has worked out a plan for a four-afternoon Dependents' Briefing, incorporating the seven lectures requested by the Medical Staff. The C/IS and the DDTR have approved this program to be submitted for DD/P review.

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C. Management Training

An offer has been made by the Chief, Management Staff, for TDY assignment of ☐ a senior analyst in the Management Staff, to Management Training for a period of 60-90 days beginning 19 August. The offer was promptly accepted.

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D. Orientation Faculty

(1) ☐ students are enrolled for the intelligence phase of Intelligence Orientation #11. The schedule has been revised to permit a more cohesive grouping of visitors' lectures. The new schedule reserves the first week for lectures on the production of intelligence and postpones lectures on collection to the beginning of the second week. Previously, overt collection has been separated from clandestine collection by a group of lectures on production.

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(2) The lecture "Production of Intelligence," omitted from the last several runnings, has been revived and will be given by [redacted] The two-hour lecture "Policy and National Estimates" has been split into two lectures, "Organization for National Security" and "The National Intelligence Estimate."

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(3) Four new lecturers, appearing for the first time in IO, have been scheduled. They are: [redacted] Deputy Chief, [redacted] OHR; Mr. James Featherstone, Chief, General Division of Sino-Soviet Area, OCI; Mr. R. Jack Smith, Chief, Estimates Staff, ONE; and [redacted] Deputy Chief, Contact Division, CO.

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E. Operations Support Faculty

(1) The Office of the Comptroller has requested a postponement of the Cable and Dispatch Refresher scheduled for 9, 10, and 11 July. The Finance Division, which had expected to furnish the bulk of the trainees, has just gone through a major reorganization and this, coupled with the heavy workload normal at the end of a fiscal year, would make it impossible for them to release more than [redacted] secretaries for the 9-11 July session. Tentative plans are being made to give the course in mid-August.

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(2) [redacted] spent two and a half hours with [redacted] assistant to [redacted] discussing the new approach to Clandestine Services records and files. The material obtained will be incorporated into lectures.

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F. Clerical Training Faculty

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(1) During the week of 2 July there were [redacted] people in Clerical Induction Training and [redacted] people in Clerical Orientation. The number of people in Clerical Induction is not truly indicative of the training load being handled by the CIT staff at this time. Because of the repeated failures of trainees to meet Agency

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standards in shorthand and typewriting, it is necessary to continue to train incoming clerical people in shorthand and/or typewriting. During the period covered by this report, it was necessary to schedule six typewriting classes, three shorthand classes, and two filing classes. Staff limitations, plus trainee numbers, necessitated the cancelling of two classes each in Grammar and Punctuation and Capitalization and four classes in Geography.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 1 July are as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the Clerical Skills Qualification tests administered by Clerical Refresher on 8 July are as follows: One person tested in shorthand did not qualify; [] people tested in typewriting did qualify.

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(4) The Audio Aids Section of OAS installed a temporary public address system in the Clerical Orientation room, pending the purchase of permanent equipment of this type. Even with steel construction going on on one side, and jack hammers operating in front of the building, the instructors could make themselves heard by all students in the room.

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G. Visual Aids Section

The weekly report of VAS is attached.

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III. PERSONNEL NOTES

A. On Thursday, 11 July, [] will have an eye operation.

B. [] is attending the Third Annual Creative Problem-Solving Institute being held at the University of Buffalo on 8, 9, and 10 July.

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C. [] returned from annual leave on Monday, 8 July.

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D. [] will be on vacation until 23 July.

E. [] will be on vacation until 29 July.

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F. [] will go on a two-week tour of active duty with the Air Force in August. His assignment will be to develop instructional material on foreign maps for use in briefing Air Attaches prior to their departure for overseas duty.

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